



# Huntsville Housing Authority

## Housing Choice Voucher Program

200 Washington Street Huntsville, AL 35801

Phone: 256-539-0774 Fax: 256-539-5982

Email: [SelfCert@hsvha.org](mailto:SelfCert@hsvha.org)

### HOUSING QUALITY STANDARDS (HQS) REPAIR SELF-CERTIFICATION

**PLEASE NOTE:** This form can only be used to certify that HQS deficiencies listed on the HQS Notice have been corrected. Both the landlord and the tenant must use this form to certify in writing that the repairs have been completed prior to the deadline date indicated on the HQS Notice.

<b>Type of Inspection:</b>	<input type="checkbox"/> 24 Hour Violation	<input type="checkbox"/> Bi-annual	<input type="checkbox"/> Special	<b>Inspection Date:</b> _____
<b>Name of Owner:</b>	_____	<b>Name of Tenant:</b>	_____	
<b>Owner Address:</b>	_____	<b>Unit Address:</b>	_____	
<b>Telephone Number:</b>	_____	<b>Telephone Number:</b>	_____	
<b>Owner Email:</b>	_____	<b>Tenant Email:</b>	_____	

The above-referenced unit failed an HQS inspection and is not in compliance with the Huntsville Housing Authority Housing Choice Voucher Program (HCVP) requirements. After the repairs have been completed in a satisfactory manner, the landlord and the tenant must sign this form to certify the satisfactory completion of repairs. This form must be received prior to the deadline date indicated on the attached HQS Notice to avoid further action. The form may be mailed, hand delivered, faxed, or scanned to the address above or email directly to the HHA Inspection Department at [SelfCert@hsvha.org](mailto:SelfCert@hsvha.org).

If repairs have not been completed by the deadline date and a signed HQS Repair Self-Certification is not returned to the inspector, then the unit will be considered failed. The Housing Assistance Payments (HAP) will be abated on the first of the following month, the expiration of HHA specified correction period (including any extensions).

**Please check the option below which applies to your inspection:**

- We certify that the deficiencies assigned as **landlord's responsibility** for repair are completed and the unit is now in compliance with HUD HQS.
- We certify that the deficiencies assigned as **tenant's responsibility** for repair are completed and the unit is now in compliance with HUD HQS.

The signatures below certify that the required repair(s) have been completed and the unit is now in compliance with HHA HQS. It is further understood that if at any time after the execution of the certification it is determined that the repairs were not completed in a satisfactory manner, all Housing Assistance Payments (HAP) made since the due date for repairs will be abated and payments already made to the landlord will be recouped by HHA.

Landlords must have a history of HQS compliance through HHA to qualify for use of this Repair Self-Certification. HHA may verify the completeness of all repairs by a "Special Inspection" within 30 days of the due date for the repairs.

By signing below, we certify that we have read, understood, and agree to the terms of this document, that all necessary repairs have been completed, and that the unit referenced above meets the HQS requirements set forth by the HHA.

We understand that making false statements, committing fraud, misrepresentation or providing false information of any kind may be grounds for termination of participation for both the Participant/Tenant and Owner/Property Manager. We further understand that making false statements, committing fraud, misrepresentation or providing false information is punishable under state and federal law.

\_\_\_\_\_  
Signature of Owner/Property Manager                      Date

\_\_\_\_\_  
Signature of Participant/Tenant    Date





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### IMPORTANT: NOTABLE CHANGES TO UNIT INSPECTIONS THAT WILL TAKE EFFECT OCTOBER 1, 2025

#### NSPIRE-V LIFE THREATENING DEFECTS – ITEMS ON THIS LIST MUST BE COMPLETED WITHIN **24 HOURS**

Call-for-aid System	System is blocked due, pull cord end is over 6 inches off the floor, no sound or signal emitted, annunciator shows incorrect room, pull cord is missing, or pull cord is tied and not engageable.
Carbon Monoxide Alarm	Is obstructed, either missing, improperly installed, or not in an appropriate location. It may also be obstructed or fail to produce an audio or visual alarm when tested.  For specific scenarios, visit: <a href="https://www.hud.gov/sites/dfiles/PIH/documents/NSPIRE-Standard-Carbon-Monoxide-Alarm_20230620.pdf">https://www.hud.gov/sites/dfiles/PIH/documents/NSPIRE-Standard-Carbon-Monoxide-Alarm_20230620.pdf</a>
Chimney	A visually accessible chimney, flue, or firebox connected to a fireplace or wood-burning appliance is either incomplete, lacking a previously installed component, or damaged, which may prevent it from safely containing fire and directing smoke and combustion gases outside, OR exhibits sign structural failure such that the integrity of the chimney is jeopardized.
Door - Fire Labeled Egress	Fire labeled door is missing (i.e., evidence of prior installation, but is now not present or is incomplete) The exit access or exit is obstructed, the exit discharge is obstructed, Egress sleeping room is located on the third floor or below and has an obstructed rescue opening, Egress Fire escape access is obstructed.
Electrical – Conductor, Outlet, And Switch	An outlet or switch is damaged if any visibly accessible portion is defective, affecting its ability to safely carry or control electrical current. This includes uninsulated electrical conductors (e.g., damaged or missing sheathing, open ports, missing covers, or absent breakers/fuses). Additionally, any opening greater than ½ inch or water in contact with an electrical conductor also constitutes damage.
Electrical Service Panel	The overcurrent protection device (i.e., fuse or breaker) is damaged (i.e., visibly defective; impacts functionality) such that it may not interrupt the circuit during an overcurrent Condition.
Exit Sign	Is damaged (visibly defective; affects functionality), OR is missing (evidence of prior installation, but absent or incomplete), OR is obstructed, making the word “EXIT” unclear, OR is insufficiently illuminated.
Fire Escape	Any stair, ladder, platform, guardrail, or handrail is damaged (visibly defective, impacting functionality) or missing (evidence of prior installation but currently absent or incomplete).
Fire Extinguisher	The pressure gauge shows the fire extinguisher is over or undercharged OR the service tag date has exceeded one year, or the tag is missing or illegible, OR nonchargeable or disposable extinguisher is over 12 years old, damaged, or visibly defective, OR the fire extinguisher is missing despite evidence of prior installation.
Flammable and Combustible Item	Flammable or combustible item is on or within 3 feet of an appliance that provides heat for thermal comfort or a fuel-burning water heater, OR improperly stored chemicals
Guardrail	Is either missing (evidence of prior installation exists, but it is now absent or incomplete) or never installed along a walking surface over 30 inches above the floor or grade, OR may be missing essential components (critical for preventing fall hazards), damaged (visibly defective, affecting functionality), less than 30 inches in height, or insufficiently secured, failing to adequately protect against falls.
HVAC	Inspection date falls between October 1 and March 31 AND the permanently installed heating source is either non-functional or functioning but the interior temperature is below 64 degrees Fahrenheit, OR unvented space heater that burns gas, oil, or kerosene is present, OR combustion chamber cover or gas shutoff valve is missing (i.e., evidence of prior installation, but is now not present or is incomplete) from a fuel burning heating appliance, OR fuel burning heating system or device is present AND exhaust vent is misaligned, blocked, disconnected, or improperly connected through to the ceiling or wall, OR exhaust vent is damaged (i.e., visibly defective; impacts functionality), OR exhaust vent is missing (i.e., evidence of prior installation, but now not present or is incomplete).
Leak - Gas or Oil	There is evidence of a gas, propane, or oil leak, OR there is an uncapped gas or fuel supply line.
Smoke Alarm	Is not installed inside each bedroom, AND is not installed outside the bedroom(s), AND is not installed on each level, OR is obstructed, OR does not produce an audio or visual alarm when tested.
Sprinkler Assembly	Is encased or obstructed by an item or object that is within 18 inches of the sprinkler head, OR has evidence of corrosion, OR Foreign material covers 75% or more of the sprinkler assembly, OR Foreign material covers 75% or more of the glass bulb, OR component is damaged (i.e., visibly defective; impacts functionality), inoperable (i.e., overall system or component thereof not meeting function or purpose; with or without visible damage), or missing (i.e., evidence of prior installation, but now not present or is incomplete) and it is detrimental to performance.
Structural System	Exhibits signs of serious failure and may threaten the resident’s safety.
Toilet	Only 1 toilet was installed, and it is missing (i.e., evidence of prior installation, but now not present or is incomplete)
Water Heater	Chimney or flue piping is blocked, misaligned, or missing (i.e., evidence of prior installation, but now not present or is incomplete). Water Heater Gas shutoff valve is blocked (i.e., evidence of prior installation, but now not present or is incomplete), OR Gas shutoff valve is damaged (i.e., visibly defective; impacts functionality), OR Gas shutoff valve is missing (i.e., evidence of prior installation, but is now not present or is incomplete), OR Gas shutoff valve is not installed (i.e., never installed, but should have been).

